

Check Order

Once we have chosen the order that we want to consult, from **Choose order**, we will see a screen like the one we can see below:

Check, cancel and print orders

Branch: **PizzaGest** [001] Fort Lauderdale

POS: 2

Customer data:

Phone: 0 Name: Address: 5,NORTH ANDREWS AVENUE
Direc: NORTH ANDREWS AVENUE
Zone:

Order data:

Order: 121 Type: Dine In
Shift date: 12/10/2018 Invoice: 001/344/038
Guests: 1 Pay. Met: CASH

Order times: Delivery Times Mileage

Order entry: 11:38 AM Charged: 11:38 AM
Ordering min: 00:48 Prod. Time: 14:23
Production Start: 11:38 AM End production: 11:53 AM
Theor. Delivery: 11:48 AM Actual Del. Time: 11:48 AM

Employees:

Taken by: Armani Teague
Driver:

Edited:

Edited by:
Edition time: Times r:

Canceled:

Canceled by:
Cancel comment:

Order detail:

Quantity	Description	Price	Amount
1	Classic Bowl +Rustic Herb Grilled Chicken +Baked Almond Crusted Chicken +Guacamole	\$ 11.95	\$ 11.95
1	Small Bowl +Sesame Citrus Tofu +Guacamole	\$ 9.95	\$ 9.95
BASIS			\$ 21.90
TAX 6%			\$ 1.31
TOTAL			\$ 23.21

----- PAYMENT METHODS -----

CASH \$ 40.00
Change -\$ 16.79
Pending payment \$ 0.00

Amount: **\$ 23.21**

Buttons: Check, Cancel, Print, Change payment method, Unlock, Order penalty, Delivery incident, Invoice, Massive printing, Changes history, Change guests, Wallet, Delivery Guantee, Exit

On this screen we will see all the details of the order:

-The **data of the branch** from where the order was placed and the computer from which the order was taken.

-The **data of the customer** who placed the order.

-The **details of the order**: Order number, Invoice, Type of order, Shift date, Guests and Payment method.

-The **production times** of the order.

-The **times of delivery** of the order, in case it is a delivery order.

- The **mileage** in case it is a delivery order, where it will appear:

The **theoretical kilometers**, which are calculated by Google.

The **actual kilometers**, which are calculated by the application for drivers.

You can also change the mileage with the **Change Mileage** button that will ask us to enter the actual kilometers and the theoretical kilometers.

You can also change the driver with the **Change driver** button through the **Choose Employee** screen and it will appear the tip that the customer left in the delivery order.

-The **data of the Employee** who has taken the order and the driver if the order was a delivery order.

-The **Edition or Cancelation data** of the order, in case the order has been edited or canceled.

In the upper line, we have the option to move to the left or right with the arrow icons, and we will move to the previous or to the next orders which are of the same **type of order**.

In the right part, we have several buttons which allow us to make different functions:

We have to take into consideration that to use some functions, the system will ask us to enter the code and password of the authorized user, this will depend on the **Access Level** of each employee.

Check: It allows us to return to the previous screen **Choose order**

Cancel: We will have to confirm that we want to cancel the selected order and then we can cancel the order from the screen **Order Cancellation**

Print: It allows us to print the customer's ticket or the driver's ticket if it is a delivery order. Also, if the ticket is from the current day, it will ask us if we also want to reprint the kitchen chits.

Change payment method: To change the payment method, we have to click on this button and the **Charge Order** screen will appear where we can change the payment method. This option can be useful, if we have already ended the order and we want to change the payment method without canceling the order and doing it again.

Unlock: This button allows us to unblock an order that has been taken from another device, in order to modify it.

Order penalty: It allows us to make a discount to a ticket already closed, from the **Order penalty** screen (For example if in a delivery order, the deliveryman forgets to carry the drinks, when he returns he will discount it from the order).

Delivery incident: With this button we can add a delivery incident if it has not been introduced when the driver have come back from the delivery order in the **Delivery** screen. When you click on

the button, it will ask us for confirmation that we want to insert an incident in the order and once confirmed, we can insert the incidence through the **Delivery Incident** screen

Invoice: To create an invoice from a ticket that already exists, we have to click on the **Invoice** button and if we do not have the customer linked with the order, the **Search for Customers** screen will appear. If the customer of the invoice already exists in our database we will select it and press the **Ok** button, otherwise we will click on **New customer** button and we will add the customer through the **Customer Management** screen. Once the customer has been selected or if we already have the customer linked with the order, the **Draw Up an Invoice** screen will appear. It must be taken into consideration that the customer data that will appear on the invoice will be the data that has been entered in the **More data** tab through the **Customer Management** screen.

Massive printing: We can reprint a large number of tickets, through the **Massive Printing** screen.

Changes history: It will allow us to see all the changes that have been made in the order. These changes will appear in the Edited section, where it will appear the number of times the order was edited, the edition date and the employee who has made each modification. We can move from one modification to another with the arrow icons which are above.

Change guests: This button allows us to modify the number of guests of the order, as long as it is not a Delivery or Pick-up order.

Delivery guarantee: We can set the maximum discount to refund to the customer, choosing the order types that we want, in case the order does not arrive on time, through the **Insert/Modify Branches** screen.